

Position Title: Data Collector (Field Assessor)

Statement of Duties

Performs fieldwork for new construction and cyclical inspection program of the Assessing Department. Assists in the office during peak periods, provides information to taxpayers and the public on the Town's assessment policies and procedures, determination of valuations, abatements and exemptions. Performs all other similar or related duties as required.

Supervision

Under general supervision of the Full Time Assessor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Employee does not exercise any supervisory responsibilities.

Judgement

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Relationships with co-workers and the general public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, and/or developers/contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by

back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department may result in monetary loss to the Town.

Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee must use caution when accessing hazardous road conditions, rough terrain, and buildings that are under construction.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

- Measure and list new construction
- Measure and list existing properties for cyclical inspection program
- Photograph each property in the field
- Inspect sale properties
- Inspect properties for abatement applications
- Field work for triennial re-certification
- Attends specialized assessment and appraisal courses to further knowledge of assessing procedures and stay current on changes and trends in the field and Massachusetts laws and regulations
- Provide information to taxpayers and the public on the Town's assessment policies and procedures, determination of valuations, abatements and exemptions
- Counter and telephone coverage during peak period
- Supervises department during absence of Assessor

Recommended Minimum Qualifications

Education and Experience

High School Diploma required with one to three- (1 – 3) years of relevant experience.

Knowledge, Ability and Skill

Knowledge: Working knowledge of modern office practices, procedures and equipment; knowledge of business English, spelling and arithmetic; working knowledge of department rules, procedures and functions; Working knowledge of town government, town bylaws, ordinances, policies, and department software. General knowledge of and experience in real estate field. Knowledge of Massachusetts General laws governing assessment administration and Motor Vehicle Excise. Basic knowledge of construction practices.

Ability: Ability to make relatively complex arithmetical computations and tabulations. Ability to follow and understand oral and written instructions; ability to make routine decisions in an independent manner in accordance with established departmental procedures; ability to maintain effective working relationships with the general public, and employees of the Town. Ability to use a personal computer and related department software in addition to other standard office equipment. Ability to analyze information such as maps, construction plans, and construction cost analysis. Ability to deal with disgruntled members of the public in a tactful manner.

Skill: Excellent planning and organizational skills. Excellent employee and public relations skills and ability to manage multiple tasks in a prompt, efficient manner. Good judgment and integrity required.

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.